

Bylaws of the Tennessee Comprehensive Cancer Control Coalition (TCCCC)

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Tennessee Comprehensive Cancer Control Coalition (TCCCC) Bylaws

Article I. NAME

The name of this body shall be the Tennessee Comprehensive Cancer Control Coalition (henceforth referred to as TCCCC or the Coalition). The purposes of the TCCCC are to provide an overview of the current status of cancer control in the state, to develop and sustain an integrated and coordinated approach to reducing cancer incidence, mortality, and morbidity and to improve the quality of life for those affected by cancer in Tennessee.

Article II. Mission and Goals

Mission Statement

To measurably reduce the burden of cancer on the citizens of Tennessee by implementing a collaborative statewide plan driven by data, science, capacity and outcomes.

Goals:

1. To reduce the incidence of cancer by providing clear, concise and effective prevention efforts including messages and intervention strategies.
2. To detect cancer at an early stage when successful treatment is more likely.
3. To increase the availability, accessibility, quality and equity of treatment for those diagnosed with cancer.
4. To improve quality of life by promoting support, resources and services for patients, family members and caregivers.
5. To improve end of life care by promoting support, resources and services for the patient and family members.
6. To continually enhance data collection capacity of the TN Cancer Registry (TCR) so that completeness, timeliness and quality meet existing professional standards and data utilization becomes an integral part of cancer control.
7. To evaluate the extent to which the goals and objectives of the Coalition are achieved and develop implementation plans for future work.
8. To encourage the development and implementation of research and research findings to reduce cancer incidence and mortality.
9. To promote participation in clinical trials among priority populations.

Article III. Roles and Responsibilities

The TCCCC shall have the following functions:

1. Bring together at the State level responsible representatives of public and private agencies engaged in the diagnosis, treatment, management, support, and rehabilitation of persons with cancer, in cancer research, in public health cancer prevention and screening programs, and persons with cancer and their families to address the problem of cancer in Tennessee residents.
2. Invite persons with special expertise in the diagnosis, treatment, management, support, and rehabilitation of persons with cancer, in epidemiology, public and professional health education, public health cancer prevention and screening programs in community organization, fund-raising, and public relations, as needed to inform and participate in the work of the Coalition.
3. Foster inter-agency/intra-agency collaboration in efforts to better understand, prevent and treat cancer in Tennessee residents.
4. Assess the scope and magnitude of the problems of cancer in Tennessee residents by reviewing available information on incidence, prevalence, severity, temporal trends, cost of care, etiologies, and the availability, practicability, and effectiveness of preventive measures.
5. Identify important gaps in available information on cancer in Tennessee and seek ways to research the missing information.
6. Develop a strategic plan to reduce the incidence and prevalence of cancer in Tennessee. Revise and/or expand the strategic plan as the need grows/changes.
7. Implement, evaluate, and revise plans for the prevention, early detection, treatment, rehabilitation, and palliation of cancer in Tennessee in such ways as to support the TCCCC mission.
8. Recommend priorities for cancer prevention efforts in Tennessee to participating agencies, to state, county and local governing bodies, to concerned voluntary agencies, and to the Centers for Disease Control and Prevention.
9. Evaluate present and proposed strategies for prevention of cancer in Tennessee in terms of assessed need, estimated costs, potential benefits, and probability of success of each strategy.
10. Work to secure appropriate funding and broad-based community support for the most promising prevention strategies.

Article IV. Coalition Membership

Section 1 Membership of the Coalition shall include any interested person including representatives of public and private agencies and organizations as well as

individual cancer stakeholders, advocates and non-profit organizations engaged in the diagnosis, treatment, management, support, and rehabilitation of persons with cancer, in cancer research, in public health cancer prevention and screening programs, and persons with cancer and/or their families.

Section 2 Membership in the Coalition shall be established by interested parties submitting a membership form to the State Program office for general membership in the Coalition. General members can also indicate their area of interest by requesting a Resource Committee assignment.

Section 3 Enrollment in the Coalition shall also include enrollment in the appropriate Regional Coalition based on the member's place of residence/work.

Article V. Officers and Duties of Officers

Section 1 The officers of the Coalition shall be two chairpersons serving staggered 2-year terms, vice-chairperson and secretary/treasurer who shall serve two-year terms of office. No officer shall serve more than two consecutive terms in that office.

Section 2 The officers shall be elected by a simple majority of the Coalition at the annual meeting of the Coalition.

Section 3 Newly elected officers will begin the term of office at the July meeting of the Executive Committee.

Section 4 The immediate past chair will serve as an ex-officio member of the Executive Committee for one year following their term of office.

Section 5 The duties of the chairperson shall include the following:

1. To call and preside over Coalition meetings.
2. To be an ex officio member of all committees and teams, with the exception of the Nominating Committee.
3. To serve as the official spokesperson for the Coalition.
4. To carry out other functions of the Coalition as deemed appropriate by the Executive Committee.
5. To work in tandem with the State Program staff on all matters relating directly to the Coalition including consultation on the application for funding and interim and annual reports and work plans on comprehensive cancer control.

Section 7 The duties of the vice-chairpersons shall include the following:

1. To assume the co-chairpersonship of the Coalition at the end of the current co-chairperson's term of office.
2. To carry out the duties of the co-chairperson in his/her absence.
3. To assume the duties of the co-chairperson, if that office is vacated, through the remainder of the term.
4. To carry out other duties as delegated by the chairperson.

Section 8 The duties of the secretary /treasurer shall include the following:

1. Record the minutes of the quarterly Coalition meetings in conjunction with TCCCP staff and make them available to the Coalition Chairpersons and Executive Committee within 30 days of the meeting.
2. To establish and maintain the formal record of the Coalition meetings, activities, elections and policies with assistance from the State Program Staff.
3. To establish a means to document Coalition funds and to administer those funds to support the work of the Coalition.
4. To carry out other duties as delegated by the chairperson.

Article VI. Meetings and Attendance

Section 1 Face to face or phone conference meetings of the Executive Committee shall be held monthly or as called by the chairperson. A quorum for the Executive Committee shall consist of the number of Executive Committee members present, but in no event fewer than 4 members.

Section 2 The Advisory Committee will consist of the Executive Committee members, the chairpersons of the standing committees listed in Article VIII Section 5 and the Director of the Office of Cancer Surveillance as an ex officio member.

2.1 The Advisory Committee will meet face to face or by phone conference meetings which shall be held quarterly or as called by the chairperson.

2.2 A quorum for the Advisory Committee shall consist of the number of Advisory Committee members present, but in no event fewer than 8 members.

Section 3 The full Coalition will meet at least once a year at a statewide meeting held prior to July of each year. All members will be invited to attend and voting on the slate of officers will be conducted at this meeting.

Section 4 A quorum for the full Coalition meetings shall consist of the number of Coalition members present, but in no event less than 10 percent of Coalition members.

Section 5 All meetings of the Coalition shall be open to the public in accordance with the State Freedom of Information Act.

Section 6 Robert's Rule of Order, Current Edition shall govern the conduct of business in all cases when applicable and not in conflict with these bylaws. Other decision making methods may be employed at the discretion of the Executive Committee.

Article VII. Voting Rights

Section 1 Each member of the Executive Committee and the Advisory Committee shall be entitled to one vote on each matter submitted to a vote of the committee.

Section 2 All members of the statewide Coalition shall be entitled to one vote on each matter submitted to the vote of the Coalition.

Section 3 A motion shall be considered passed by a simple majority vote of Executive Committee, Advisory Committee or Coalition members present.

Article VIII. Committees

Section 1 The Executive Committee

1.1 The Executive Committee shall be made up of the co-chairs, vice-chair, secretary – treasury of the Coalition, the immediate past chairperson and the program manager. (5)

1.2 All members of the Executive Committee shall be voting members when committee work requires a vote.

1.3 The Executive Committee of the Coalition shall meet at least monthly or as called by the Chairperson. The duty of the Executive Committee shall be to monitor Coalition development and take necessary action on behalf of the Advisory Committee between regular meetings. Actions taken by the Executive Committee shall be brought before the Advisory Committee as an information item at the next regular meeting.

Section 2 The Advisory Committee

2.1 The Advisory Committee shall consist of the Executive Committee (5), the chairpersons of the standing committees (7) and the Director of the Office of Cancer Surveillance (OCS) which includes the Tennessee Cancer Registry and the State Comprehensive Cancer Control Program.

2.2 All members of the Advisory Committee shall be voting members when committee work requires a vote except the Director of OCS who serves as an ex officio member.

2.3 The Director of OCS shall cast the deciding vote in the case of a tie vote by the Advisory Committee.

Section 3 National Partners Advisory Committee

The Coalition recognizes that representatives of the state affiliates of the Division of Cancer Prevention and Control National Partners provide significant resources, knowledge and expertise that contribute to the mission and goals of the Coalition. These representatives will participate by serving as the National Partners Advisory Committee meeting. They will meet with the Advisory Committee no less than twice during each year to share information, provide the communication link between the Coalition and field staff of the partners and contribute resources that support the Coalitions goals, objectives and planned activities.

Section 4 The Nominating Committee

The Nominating Committee shall be an ad hoc committee appointed by the co-chairpersons. The Nominating Committee shall assist the Executive Committee in identifying chairpersons for each standing committee by soliciting recommendations from the committees' membership and others. The appointment of chairpersons shall be approved by the Executive Committee and announced by the Chairperson of the Executive Committee no later than September of each year.

and shall develop a slate of officers to fill vacant positions providing notice in writing of the nominees to all coalition members at least 21 days in advance of the election.

- 4.1 The committee will request nominations from the full Coalition.
- 4.2 The committee will present the slate of officers to the Executive Committee.
- 4.3 The Executive Committee will approve the slate of officers for distribution to the membership.
- 4.4 The slate of officers will be distributed by the Nominating Committee to the full membership of the Coalition for consideration and voting at least 21 days prior to the deadline for the election.
- 4.5 New officers will be announced at the Annual Meeting of the Coalition.
- 4.6 The Nominating Committee shall assist the Executive Committee in identifying chairpersons for each standing committee by soliciting recommendations from the committees' membership and others.
(amended 2/7/2006)
- 4.7 The appointment of chair persons shall be approved by the Executive Committee and announced by the Chairperson of the Executive Committee no later than September of each year. (amended 2/7/2006)

Section 5 The Standing Committees

Chairpersons shall serve a minimum of two (2) years with the option of serving for two additional years upon approval of the Executive committee. (amended 2/7/2006) Partial years of serving a term will not count toward this limit unless the partial term is seven (7) months or longer.

5.1 Committee on Bylaws

The duty of the Committee on Bylaws shall be to maintain the Coalition rules of membership, conduct, and activity. Suggested amendments to these bylaws shall be presented to the Executive Committee and the Advisory Committee and considered within 60 days of receipt. Bylaws may then be amended upon simple majority vote of the Coalition membership.

5.2 Committee on Membership

The duty of the Membership Committee shall be to develop the membership of the Coalition by working with the leadership of the regional coalitions to recruit new members. The Membership Committee shall analyze and evaluate areas for special recruitment by reviewing geographic and professional affiliation of current members at least annually. The Membership Committee will develop

and provide a new member packet and orientation on the Coalition history and current work.

5.3 Committee on Marketing

The duty of the Committee on Marketing shall be the prompt, appropriate promotion of the Coalition and its activities including the Cancer Summit, periodic media releases about cancer prevention and control and other marketing as directed by the Executive Committee. The Committee will periodically review the TCCCC website and recommend additions or changes so that this resource is timely and accurately reflects TCCCC activities. The Committee will review annual reports, pamphlets and other publications about the Coalition and the State Plan prior to finalization and printing of these items.

5.4 Committee on Surveillance and Evaluation

The duty of the Committee on Surveillance shall be an assessment of existing and needed resources to ensure that changes in disease burden and screening behavior can be adequately monitored. The surveillance system should: collect population-based information on race, incidence, staging at diagnosis, and mortality; identify population segments at higher risk for disease and for failure to be screened; identify factors that contribute to disease burden and to limited or inequitable access to early detection and treatment services; design and conduct case studies and other epidemiologic investigations to determine factors associated with avoidable morbidity and mortality; and publish periodic reports summarizing the population status with respect to these conditions. Evaluation activities shall include assessing existing and needed resources, monitoring the effectiveness of interventions, monitoring Coalition development and work plan development. The Committee shall also review the interim and annual reports prior to submission to CDC and decide about the need for Executive Committee review.

5.5 Committee on Disparities

The duties of the Committee on Disparities shall be to monitor and assist in the provision of access to cancer education, prevention, detection, treatment and palliative care for those populations identified as experiencing a disparate trend in the burden of cancer or a specific form of cancer. Those population segments with cancer disparities may be identified by, but not limited to, the following: being medically underserved, being residents of geographic areas with a limited provider density, being individuals with limited English proficiency, and being individuals with physical or mental disabilities. The disparities committee should assemble statistical and epidemiologic evidence to identify disparate populations at higher risk for cancer and failure to receive screening and diagnostic services, by coordinating with the Surveillance committee for data gathering and analysis. The committee should also assist in the provision or coordination of outreach services for hard to reach populations, and recruit members of the above named disparate population segments to serve and inform the TCCC via the disparities committee.

5.6 Committee on the Summit

The duty of the Committee on the Summit shall be to plan, promote, and present the Tennessee Cancer Summit, Tennessee's comprehensive cancer control conference in coordination with the Marketing Committee, as directed by the Executive Committee.

5.7 Committee on Advocacy

The duties of the Committee on Advocacy shall be to develop and promote an advocacy agenda that educates consumers and professionals about the cancer burden in Tennessee and advocates for necessary changes that reduce the cancer burden in the State.

Article IX Regional Coalition Representatives

- Section 1 A minimum of three (3) regional coalitions will be established in the State. As community interest develops, regional coalitions can be added with approval of the Advisory Committee up to a maximum of 13 regional coalitions representing the recognized Public Health regions of the State.
- Section 2 The State Program Manager will provide regional coordination and current members of the statewide Coalition shall participate in implementation of activities at the regional level to reduce the cancer burden.
- Section 3 Regional priorities will be set by the Regional Coalition and will support the identified priorities of the statewide Coalition and the State Plan.
- Section 4 Each Regional Coalition shall elect a representative by simple majority vote to provide leadership to the Regional Coalition for a two year term.
- Section 5 The Program Manager shall represent the regional coalitions on the Advisory Committee submitting oral and/or written reports as requested but no less frequently than once a quarter.
- Section 6 Regional coalition chairpersons or regional coordinators may attend Advisory Committee meetings as guests.
- Section 7 Regional coalition chairpersons may present information to the Advisory Committee by requesting, through the Program Manager, that they be placed on the agenda for the meeting.
- Section 8 Regional coalition chairpersons shall submit relevant information on the coalition work for the Program Manager to summarize for the Advisory Committee meeting.

Article X The Resource Committees (8)

- Section 1 The workgroups, now called the resource committees of the Coalition, shall continue to function to provide statewide focus to the cancer issues listed below and assist in developing a regional emphasis on these issues at least through June 30, 2007.
- Section 2. The Resource Committees shall be the:
Committee on Melanoma/ Skin Cancer
Committee on Women's Cancers
Committee on Prostate Cancer
Committee on Tobacco related Cancers
Committee on Childhood Cancers
Committee on Colorectal Cancers
Committee on Quality of Life/End of Life
Committee on Lifestyle and Environment
Committee on Clinical Trials
- Section 3 These Committees shall provide expert advisors and technical assistance to the regional coalitions when requested and will annually review the State data in conjunction with the Committee on Surveillance.
- Section 4 Resource Committee chairpersons may attend the quarterly meetings of the Advisory Committee as guests.
- Section 5 Resource Committee chairpersons may present information to the Advisory Committee by requesting, through the Program Manager, that they be placed on the agenda for the meeting.
- Section 6 Resource Committee chairpersons shall submit relevant information on the committee work to the Program Manager for summarizing the Advisory Committee meeting.
- Article XI. Role of the State Program Staff**
- Section 1 The role of TN Department of Health- TN Comprehensive Cancer Control Program (TCCCP) staff is to partner with TCCCC to successfully implement the State plan and to collaborate with the TCCCC by providing infrastructure support and encouragement in support of successful TCCCC communication, operations and development.
- Section 2 The Program Manager or staff designated by the Program Manager shall attend Executive Committee meetings, the Advisory Committee meetings and other committee meetings as indicated or requested and attend all statewide Coalition meetings.
- Section 2 The Program Manager is a member of the Executive Committee and therefore has voting rights on matters brought before the Executive Committee.
- Section 3 Staff shall provide administrative support necessary for the effective operation of the TCCCC including but not limited to preparation of meeting agenda in concert

with the chairperson, facilitating internal communication, and monitoring and tracking TCCCC volunteer hours and activities.

Section 4 The secretary – treasurer in conjunction with TCCCP staff shall finalize the Coalition meeting minutes and circulate to Committee members within one month of the meeting date

Article XII Amendments

Any proposed amendments to these bylaws shall be presented in writing to the Executive Committee. The Executive Committee and the Advisory Committee will consider each suggestion within sixty (60) days of its receipt so long as a quorum of this Committee is present. Draft bylaws changes shall be approved by the Advisory Committee and then circulated to the Coalition membership. Bylaws may then be amended by a simple majority vote of Coalition members by email or at a subsequent meeting of the full Coalition.

Chronological Listing of Amendments

Article VIII Section 4. Amendment 1 2/7/2006

Standing Committees

The Nominating Committee shall assist the Executive Committee in identifying chairpersons for each standing committee by soliciting recommendations from the committees' membership and others. The appointment of chairpersons shall be approved by the Executive Committee and announced by the Chairperson of the Executive Committee no later than September of each year.

Adopted: 2/2006

Added: 2/2006

Article VIII Section 5 Amendment 2

Chairpersons shall serve a minimum of two (2) years with the option of serving for two additional years upon approval of the Executive Committee.

Adopted: 2/2006

Added: 9/2006

Review and Editing of Approved By-Laws September 2006

Extensive changes and additions made to include the Advisory Committee concept and clarify the roles and voting right of various committees and members. See historical documents of by-laws for comparison of changes.

Adopted: 9/2006

Added: 9/2006

Clarification of co-chairperson positions June 2007

Article VIII Section 1

Established co-chairpersons for the leadership serving a staggered cycle for two years.

Adopted: 8/2007

Added: 8/2007